

RECORDS RETENTION SCHEDULE

GC 28338

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A Cal RIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION REHABILITATION		(2) AGENCY BILLING CODE 78022	(3) PAGE 1 OF 8 PAGES	
(4) DIVISION/ BRANCH/ SECTION DISABILITY ACCESS SECTION		(5) ADDRESS 721 Capitol Mall 95814 2000 EVERGREEN STREET, SACRAMENTO CA 95815		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER A-0022	(10) SCHEDULE DATE Sept. 20, 2007	(11) NUMBER OF PAGES 8 pages	(12) CUBIC FEET (Total Schedule) 38.44
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER A-0022	(14) APPROVAL NUMBER 2001-058	(15) APPROVAL DATE (S)	(16) PAGE NUMBER (S) REVISED ALL

(17) MISSION/FUNCTIONAL STATEMENT: THE AMERICAN WITH DISABILITIES ACT (ADA) IMPLEMENTATION SECTION, NOW KNOWN AS THE DISABILITY ACCESS SECTION, WAS ESTABLISHED TO PROVIDE PUBLIC INFORMATION, TRAINING AND TECHNICAL ASSISTANCE FOR EMPLOYERS AND BUSINESSES, STATE AND LOCAL GOVERNMENT, CONSUMERS AND DISABILITY ADVOCACY ORGANIZATIONS. IN ADDITION, THE SECTION PROVIDES PHYSICAL AND COMMUNICATION ACCESS EXPERTISE FOR EMPLOYERS, BUSINESSES, ARCHITECTS, DESIGN PROFESSIONALS, AND BUILDING OFFICIALS.

PART I - AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks. 558-5760

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Theresa M. Vienalyn</i>	(19) TITLE SSM I	(20) PHONE NUMBER (916) 263-6246	(21) DATE SIGNED 9/20/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.			
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Benita Burgoa</i>	(23) CLASSIFICATION ASSOC.GOV. PROG. ANALYST	(24) NAME (Printed or Typed) BENITA BURGOA	(25) PHONE NUMBER (916) 558-5512
		(26) DATE SIGNED 2/19/08	

PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE - CalRIM CONSULTANT <i>John E. Fort</i>	(28) APPROVAL NUMBER 08-088	(29) DATE SIGNED 3/27/2008	(30) EXPIRATION DATE 3/27/2013
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PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

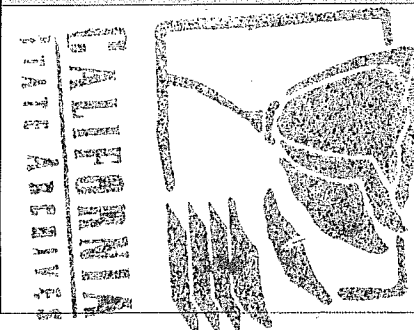
- (31) ☐ Contains no material subject to further review by the California State Archives
- (32) ☒ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

(34) DATE SIGNED

*Sydney Bailey, Archivist**April 4, 2008*

FOR ARCHIVES' STAMP



08-088

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
										X, I	<p>SAM-State Administrative Manual RAM-Rehabilitation Administrative Manual Retention Criteria:</p> <p>ADMINISTRATIVE RECORDS: RAM Chapter 20, unless otherwise noted.</p> <p>PROGRAM RECORDS: Program Administrator decision, unless otherwise noted.</p> <p>EXEMPTION FROM DISCLOSURE: Government Code Section (6254 (c) Access to Data Subject to I.P.A. 1798.5</p> <p>DESTRUCTION CRITERIA: Confidential Destruction</p>

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>ADMINISTRATIVE RECORDS</u>								
1	.5		CHRONOLOGICAL FILE •	P	2				2		<u>Retention Criteria:</u> Program Administrator decision. <u>Destruction Criteria:</u> Recycle
2	1.125		TRAVEL CLAIMS	P	1				1	X, I	<u>Retention Criteria:</u> Retain at least one year from end of fiscal year. Office copies only, RAM Chapter 20.
3	.563		DRIVING RECORDS May include but not limited to: • STD261 Authorization to Use Privately Owned Vehicles • Driving Reports	P	Current				Current	X, I	<u>Retention Criteria:</u> SAM 1600 AT-1, Retain until superseded or canceled.
4	1.125		ATTENDANCE RECORDS: • Individual Leave Statements • Individual Attendance Summary	P	Current				Current	X, I	<u>Current:</u> Until verified with Human Resources Section. <u>Retention Criteria:</u> RAM Chapter 20

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
5	1.125		PERSONNEL WORKING RECORDS: May include but not limited to: <ul style="list-style-type: none"> • Personnel & Health Benefits Documents • Duty Statements, Work Schedules • Emergency contact information • Training Records 	P		Current +2			Current +2	X, I	<u>Current:</u> Length of employment <u>Retention Criteria:</u> RAM Chapter 20. Office copies only. Official Records in Department's Human Resources Section.
6	3.376		SUPERVISORY WORKING RECORDS: May include but not limited to: <ul style="list-style-type: none"> • Documentation for performance appraisals, adverse actions, etc. • Referrals to employee assistance programs. • Other documents used by immediate supervisor in carrying out management responsibilities. 	P		Current +1			Current +1	X, I	<u>Current:</u> Length of employment, unless a personnel action is pending. <u>Retention Criteria:</u> RAM Chapter 20, documents of negative nature should be destroyed after 3 years unless an adverse action is pending.
7			GRIEVANCES & EMPLOYEE COMPLAINTS	P		Current +3			Current +3	X, I	<u>Current:</u> Until decision made <u>Retention Criteria:</u> SAM 1600 AT-1; Three years for reference and possible appeals. <u>Do not file in Personnel Folder.</u>
8			ORAL EXAM PANEL RECORDS	P		1			1	X, I	<u>Retention Criteria:</u> RAM Chapter 20

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
9	3.376		RECRUITMENT RECORDS: • Includes job applications, certification lists, etc.	P		Current		+2	Current +2	X, I	<u>Current:</u> Until interview process completed and hire made. <u>Retention Schedule:</u> SAM 1600 AT-1 and RAM Chapter 20.
10	.375		ACCOUNTING RECORDS: May include but not limited to: • Telephone bills & Calling cards • General Services Charge cards	P		1			1		<u>Retention Criteria:</u> Retain for one year from end of fiscal year. Office copies only, RAM Chapter 20. <u>Destruction Criteria:</u> Recycle
11	.5		PROCUREMENT RECORDS: May include but not limited to: • Requisitions (STD, 5, 65, 66, 115, & 116) • Stock Received Reports	P		1			1		<u>Retention Criteria:</u> Retain for one year from end of fiscal year. Office copies only, RAM Chapter 20. <u>Destruction Criteria:</u> Recycle
12	.5		PROCUREMENT AUDIT FILE: May include but not limited to: • Copies of all purchase orders & estimates, regardless of cost • Price Quotes, Bids	P		4			4	X, I	<u>Retention Criteria:</u> Per Departmental and Federal requirements, to be retained until after State, Federal & Departmental audits, or four (4) years whichever occurs first.
13	.563		PROCUREMENT INCOMPATIBLE ACTIVITIES STATEMENTS	P		Current			Current		<u>Current:</u> Length of employment <u>Retention Criteria:</u> Title 9, California Code of Regulations, Sections 7412-7413

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
14	.563		PROPERTY RECORDS: <ul style="list-style-type: none"> Admin. Equipment Inventory DR152 Property Survey Report DR158 Property Survey Report 	P		Current			Current		<u>Current:</u> Until updated or deleted from property inventory <u>Destruction Criteria:</u> Recycle
15	1		RECORD MANAGEMENT RECORDS: May include but not limited to: <ul style="list-style-type: none"> STD 73 Records Retention Schedule 	P		Current			Current		Previously RRS A-0022 Item 16 Retain as current until revised <u>Note:</u> Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current
16	1		RECORD MANAGEMENT RECORDS: <ul style="list-style-type: none"> STD 70 Records Inventory Worksheet 	P		Current			Current		Previously RRS A-0022 Item 18 Retain as current until next inventory, or when no longer needed for reference of analysis, whichever is later
17	1		RECORD MANAGEMENT RECORDS <ul style="list-style-type: none"> STD 71, Records Transfer List 	P		Current			Current		Previously RRS A-0022 Item 17 Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later

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(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
18	1		STATE VEHICLE RECORDS: To include but not limited to <ul style="list-style-type: none"> STD273 Monthly Travel Log STD271 Automotive Maintenance Record Billing Records 	P		1			1		Previously RRS A-0022 Item 15 <u>Retention Criteria:</u> SAM 1600 T-3
19	13.5	NOTIFY ARCHIVES	PROGRAM RECORDS DISABILITY ACCESS (DAS) RECORDS: To include but not limited to: <ul style="list-style-type: none"> General Correspondence Surveys/Including DOR & One Stops on site Compliance Issues Billing Sheets (1A) 	P		10			10		Previously RRS A-0022 Item 20 <u>Destruction Criteria:</u> Recycle
20	.5		BUDGET MATERIALS To include but not limited to basic budget and supporting documents <ul style="list-style-type: none"> Time Tracking Sheets 	P		2		3	5		Previously RRS A-0022 Item 21 <u>Destruction Criteria:</u> Recycle
21	.25	NOTIFY ARCHIVES	COMMUNITY ACCESS NETWORK (CAN) RECORDS	P		10			10		Previously RRS A-0022 Item 22 <u>Current:</u> Length of Volunteer Status Archived in office as Historical Reference Material

(35) Cal RIM APPROVAL NUMBER											(36)
08-088											Page 8 of 8 Pages
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22	.5		DAS INTERAGENCY BILLINGS	P		2		3	5		Destruction Criteria: Recycle
23	6		LOTTERY & DCD ACCESS SURVEYS	P		2		8	10		Retention Criteria: Section chief discretion

* Provide total of office and departmental 38.441

INSTRUCTIONS FOR FILLING OUT MS Word ELECTRONIC FORM

The California Records and Information Management (CalRIM) Program of the Department of General Services will review schedules for compliance with their Records Retention Handbook, Records Retention Schedule Guidelines and the records retention section of the California Acquisition Manual. The Chief of State Archives in the Office of the Secretary of State will review schedules for records series worthy of preservation for historical or research purposes. Titles, and descriptions of records listed on the schedule must be sufficiently detailed to insure understanding by persons unfamiliar with the business process of the department. For additional information concerning the scheduling of records refer to the aforementioned publications available on the DGS website (www.dgs.ca.gov).

* The attached form is formatted as a table; therefore, to add line items after page two, add additional rows to make formatting easier and consistent.

1. Department that the schedule belongs to.
2. Enter the appropriate billing code of the department.
3. Enter page numbers and total pages (e.g. 1 of 3, 2 of 3)
4. Division/ branch/ section within the department.
5. Address of the division/ branch/ section.
6. Double Click on the box if submitting a new schedule.
7. Double Click on the box if submitting a revision to previous schedule.
8. Double Click on the box if amending pages of a previous schedule.
9. Each department should establish it's own system of numbering schedules. Enter the assigned number on each page.
10. Enter the date schedule was prepared.
11. Enter total number of pages of the schedule.
12. Enter the total number of cubic feet for all items scheduled (round off to nearest cubic foot).
13. If applicable, enter the schedule number from the previous schedule.
14. If applicable, enter the approval number assigned to the previous schedule.
15. If applicable, enter the CalRIM approval date shown in block 28 of the previous schedule on STD 73 Rev.6-02. (Block 22 if referring to STD 72 Rev. 2-96 on the previous schedule.
16. If applicable, enter the total number of pages included on the previous schedule.
17. Enter the mission/functional statement for the entity responsible for the records described on the schedule.
18. Signature of manager responsible for the records.
19. Manager's title.
20. Manager's phone number.
21. Date schedule signed by the manager.
22. Signature of the department's records management analyst (RMA).
23. Enter the official state classification of the department's RMA, i.e., Records Management Analyst I, Business Services Officer I, etc.
24. Name of the RMA.
25. RMA's phone number.
26. Date schedule is signed by the RMA.
27. Signature of CalRIM consultant.
28. Approval number assigned by CalRIM consultant.
29. Date schedule signed by CalRIM consultant.
30. This date is computed by adding five years to the date shown in Block 29.
31. This block is checked by the California State Archives if the schedule does not contain archive or long-term reference records.
32. This block is checked by the California State Archives if the schedule contains material subject to archival review.
33. Signature of Chief of Archives or designated representative.
34. Date schedule is signed by Archives.

35. Enter the CalRIM Approval number shown in block 28.
36. Page numbers will automatically be entered in this field starting at page 2
37. Item numbers must be sequentially assigned beginning with number 1 on the second page of the schedule.
38. Enter cubic feet of records (office and departmental) contained in each item (round off to nearest cubic foot). Leave blank when scheduling electronic/magnetic records.
39. This column is used by the Chief of Archives to designate records which may be of historical value. If the notation "Notify Archives" appears in this column, the Secretary of State's Archive Unit must be notified before the records can be destroyed or transferred (SAM Section 1673.1).
40. Exact title of the records series must be entered in this column. The same title must also be used on the Records Transfer List, STD 71, if the records are later transferred to the State Records Center. **Do not delete** records for a discontinued program until all such records (including any stored at the Records Center) have been destroyed or ownership transferred to another entity. Acronyms must be spelled out in full the first time they are shown on the schedule.
41. Enter the appropriate storage media code for the series of records described; P-- paper (except for computer printouts); C -- computer printouts; M--magnetic or electronic (computer hard drives, computer tapes or disks, or word processing discs); D – diazo microfilm or microfiche (working copies); S – Silver halide microfilm; RM – Removable Media consisting of ZIP, JAZ, etc.; CD – Compact Disk, etc.; OD – Optical Disk; RAID (redundant array of independent disks).
42. Enter an "X" if the series of records is considered vital (essential) to department operations. Vital records require special protection from loss through the use of vault storage, microfilm, CD, magnetic tape or similar storage media. Enter the method of protection used in Column 48 (Remarks).
43. Enter the length of time the records series will be retained in the office. For records such as active license files or active tax accounts, enter the word "Active" in this column. Then enter the length of time (if any) the records will be held in office space when they are no longer active. In these cases Column 48 must state the event, which terminates the active life of the records. Intermediate terms (such as, "indefinite" or "continuous") must be avoided unless specifically stipulated by law or government code.
44. Records removed from office space and retained in less expensive space (such as a basement or other storage area) are considered to be department stored.
45. Records should be stored in the State Records Center when they meet the eligibility test of Section 1681 of the State Administrative Manual. The number of years records will remain in the Records Center must be entered in this column.
46. Enter the total number of years from Columns 43, 44, and 45. Include the active periods, if any.
47. PRA (Exempt) and IPA
 - a. Enter an "X" if the record is exempt from disclosure under the provisions of the Public Records Act. (Records so identified must show the authority for such exemption in Column 48.)
 - b. When the record is exempt from disclosure, but the data subject is allowed access under the provisions of the Information Practices Act, enter an "I".
48. Enter information which will explain or clarify treatment of the records, such as: citations from the Public Records Act (Government Code Section 6250 et seq.), Information Practices Act (Civil Code Section 1798 et seq.) or other State or federal statutes, the State Administrative Manual (SAM), California Acquisition Manual (CAM), State or Federal audit guidelines, Attorney General's instructions, or agency policy statements, etc. Other helpful information includes, but is not limited to:
 - a. Events that trigger purging, updating or transferring records, or that terminate active status.
 - b. Cross references to previous retention schedules under which material is stored at a records center, such as "See superseded Schedule 58, Item 166, Approval 88-200."
 - c. Type of destruction required when the records have reached the end of their retention period (such as, confidential witnessed destruction).
 - d. Authority that stipulates the retention period of a record series.
 - e. Authority that exempts disclosure of information to the public.

Prepare three copies of the schedule and forward all to the California Records and Information Management Program (Cal RIM), 707 3rd Street, 2nd Floor, West Sacramento, California 95605, interagency mailing address is Z-1.

This form is provided in MS Word for your convenience. If the required fields or format are altered in any way, CalRIM will not accept the form.